

Voucher Examiner (PSU) (T)

Voucher Examiner (PSU)

Physician

Engineer (General) (T)

Engineer (General)

Supply Clerk

Commercial Clerk (When-Actually-Employed position) – Two positions

Human Resources Assistant (Diplomatic Accreditation)

Human Resources Assistant (Data Management)

Investigative Specialist

Chauffeur

Political Specialist

Maintenance Man

Epidemiologist (Influenza)

Pharmacist

Clerk (Exhibition Support)

A.I.D. Project Management Specialist (Malaria) (T)

A.I.D. Project Management Specialist (Malaria)

Secretary (T)

Secretary

**FSN# 2012/04 (T)**  
**Voucher Examiner (PSU)**

**OPEN TO:** All Interested Candidates

**POSITION:** Voucher Examiner (PSU), FSN-7; FP-7 (Trainee)

**OPENING DATE:** August 3, 2012

**CLOSING DATE:** Until filled

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): USD 39,994 per annum (minimum starting salary)  
(Position Grade: FP-7 to be confirmed by Washington)

Ordinarily Resident (OR): THB 480,033 per annum (minimum starting salary)  
(Position Grade: FSN-7)

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

**QUALIFICATIONS REQUIRED:**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

- (1) Two years post secondary study at College or University (High Vocational School or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;

(3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered).

**SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SALARY RANGE:**

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

**SUBMIT APPLICATION TO:**

E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)

\*\* Please do not attach a photo in an Application Form (DS-174) or resume. If your photo is attached, your application will not be considered.

**CLOSING DATE FOR THE POSITION: Until filled**

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**FSN# 2012/04**

**Voucher Examiner (PSU)**

**OPEN TO:** All Interested Candidates

**POSITION:** Voucher Examiner (PSU), FSN-8; FP-6

**OPENING DATE:** August 3, 2012

**CLOSING DATE:** Until filled

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): USD 44,737 per annum (minimum starting salary)  
(Position Grade: FP-6 to be confirmed by Washington)

Ordinarily Resident (OR): THB 574,907 per annum (minimum starting salary)  
(Position Grade: FSN-8)

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

**QUALIFICATIONS REQUIRED:**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Two years post secondary study at College or University (High Vocational School or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;

(3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);

(4) A thorough knowledge of applicable sections of the Foreign Affairs Manual and Handbooks, Federal Travel Regulations, JFTR, DSSR CDC Handbook and USAID's ADS.

**SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SALARY RANGE:**

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

**SUBMIT APPLICATION TO:**

E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)

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**CLOSING DATE FOR THE POSITION: Until filled**

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**FSN# 2012/20**

**Physician**

**OPEN TO:** All Interested Candidates

**POSITION:** Physician, FSN-12; FP-3

**OPENING DATE:** April 12, 2012

**CLOSING DATE:** Until filled

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-3

Ordinarily Resident (OR): FSN-12

The U.S. Embassy in Bangkok is seeking an individual for the position of Physician in its Regional Medical Services Office (RMO) located GPF Building, Wireless Road, Lumpini, Pathumwan, Bangkok.

**BASIC FUNCTION OF POSITION:**

Provides outpatient primary care medical services at the Embassy Medical Unit to patients covered under the Department of State Medical Program with special emphasis on pediatric care. During the absence of the both Regional Medical Officer and the Foreign Service Health Practitioner, this physician will provide medical supervision of the Medical Unit staff and be available for after hours medical consultations and referrals.

**QUALIFICATIONS REQUIRED:**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

- (1) Must hold a current medical license in a U.S. state or other country;
- (2) Must have current American board certification in Pediatrics with or without subspecialty;
- (3) Five years of post-residency clinical experience in their primary care specialty with at least 50% of the physician's time involved in direct patient care during the five years, including time spent in a private American pediatrics practice;
- (4) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (5) Must be experienced with all aspects of pediatric care, including immunization practices.

**SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SUBMIT APPLICATION TO:**

E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)

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**CLOSING DATE FOR THE POSITION: Until filled**

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**FSN# 2012/51(T)**  
**Engineer (General)**

**OPEN TO:** All Interested Candidates

**POSITION:** Engineer (General), FSN-10; FP-5 (step 5 thru 14), Trainee

**OPENING DATE:** August 3, 2012

**CLOSING DATE:** August 16, 2012

(This is an extension of announcement from June 15, 2012. Applications previously received will also be considered.)

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-5 (step 5 thru 14)

Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Bangkok is seeking an individual for the position of Engineer (General) in its Residence Office In Charge of Construction (ROICC) office located at the JUSMAGTHAI compound, South Sathorn Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Provide construction management and engineering support services to the Resident Officer In Charge of Construction (ROICC), Site Thailand. Services include civil, mechanical, structural, and electrical engineering for the planning, design, construction, cost estimating, and inspection of construction and facilities support services for Department of Defense and State Department activities in Southeast Asia (including Thailand, Laos, Cambodia, Vietnam, Indonesia, Malaysia, East Timor, Australia, and the Philippines).

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

- (1) Bachelor's degree in Civil, Mechanical, Electrical, or Structural Engineering field;
- (2) At least two years of progressive responsible experience as a registered professional engineer with two years of working experience in managerial level;
- (3) Must be a registered professional Engineer (minimum of Level 1);



(4) Level IV (fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);

(5) Must possess expert and thorough professional knowledge of the field of engineering in which engaged and a sound knowledge of allied fields bearing upon the engineering work involved such as building and construction practices and its code, price and cost analysis techniques sufficient to evaluate Thai and other Southerneast Asia contractor's proposals and prepare a negotiation position and construction cost estimate, construction scheduling, and U.S. Government Construction Contracting requirements;

(6) Must be able to operate Microsoft Office package.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SUBMIT APPLICATION TO:**

E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)

**PLEASE ATTACH A COPY OF REGISTERED PROFESSIONAL ENGINEER CERTIFICATE.**

\*\* Please do not attach a photo in an Application Form (DS-174) or resume. If your photo is attached, your application will not be considered.

**CLOSING DATE FOR THE POSITION: August 16, 2012**

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**FSN# 2012/51**  
**Engineer (General)**

**OPEN TO:** All Interested Candidates

**POSITION:** Engineer (General), FSN-11; FP-4

**OPENING DATE:** August 3, 2012

**CLOSING DATE:** August 16, 2012

(This is an extension of announcement from June 15, 2012. Applications previously received will also be considered.)

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-4

Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of Engineer (General) in its Residence Office In Charge of Construction (ROICC) office located at the JUSMAGTHAI compound, South Sathorn Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Provide construction management and engineering support services to the Resident Officer In Charge of Construction (ROICC), Site Thailand. Services include civil, mechanical, structural, and electrical engineering for the planning, design, construction, cost estimating, and inspection of construction and facilities support services for Department of Defense and State Department activities in Southeast Asia (including Thailand, Laos, Cambodia, Vietnam, Indonesia, Malaysia, East Timor, Australia, and the Philippines).

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

- (1) Bachelor's degree in Civil, Mechanical, Electrical, or Structural Engineering field;
- (2) Minimum of three years of progressive responsible experience as a registered professional engineer with at least three years of working experience in managerial level;
- (3) Must be a registered Engineer (minimum of Level 1);

(4) Level IV (fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);

(5) Must possess expert and thorough professional knowledge of the field of engineering in which engaged and a sound knowledge of allied fields bearing upon the engineering work involved such as building and construction practices and its code, price and cost analysis techniques sufficient to evaluate Thai and other Southerneast Asia contractor's proposals and prepare a negotiation position and construction cost estimate, construction scheduling, and U.S. Government Construction Contracting requirements;

(6) Must be able to operate Microsoft Office package.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SUBMIT APPLICATION TO:**

E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)

**PLEASE ATTACH A COPY OF REGISTERED PROFESSIONAL ENGINEER CERTIFICATE.**

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**CLOSING DATE FOR THE POSITION: August 16, 2012**

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**FSN# 2012/60**  
**Supply Clerk**

**OPEN TO:** All Interested Candidates

**POSITION:** Supply Clerk, FSN-5; FP-9

**OPENING DATE:** August 3, 2012

**CLOSING DATE:** August 16, 2012

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Supply Clerk in its General Services Office/Property & Supply (GSO/P&S), located at Rajdamri Compound, American Embassy Bangkok.

**BASIC FUNCTION OF POSITION:**

To perform routine functions of receiving store supplies, sorting and issuing of supplies. Pull supplies for issue in response to requests, include packing and wrapping for delivery. Review issues and other pertinent documents for discrepancies, as to quality, quantities and process issue documentation to update the Stock Control program.

**QUALIFICATIONS REQUIRED:**

***NOTES:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.*

- (1) Completion of Commercial College (High Vocational School or equivalent);
- (2) Two-year experience of supply or related fields;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);
- (4) Capable of using computer, calculator, forklift operation, and performing moderately arduous work, including heavy lifting and operating material handling equipment.

**SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SUBMIT APPLICATION TO:**

E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)

**PLEASE ATTACH A COPY OF TRANSCRIPT.**

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**CLOSING DATE FOR THE POSITION: August 16, 2012**

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**FSN# 2012/71**

**Commercial Clerk (When-Actually-Employed position) – Two positions**

**OPEN TO:** All Interested Candidates

**POSITION:** Commercial Clerk, FSN-5; FP-9

**OPENING DATE:** August 3, 2012

**CLOSING DATE:** August 16, 2012

**WORK HOURS:** When-Actually-Employed (WAE)

**SALARY:**

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Commercial Clerk in its Foreign Commercial Service (FCS) Office, located at GPF Building, Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Provides administrative and clerical support for a variety of commercial-related activities. Under supervision and guidance of Commercial Service officers and FSN Commercial Specialists, makes appointments, prepares schedules, maintains contact lists, finalizes reports and other office documents, answers phone and directs messages to appropriate staff, greets/escorts office visitors, and assists at trade events. Also serves as back-up to the Commercial Secretary/Receptionist.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

- (1) Completion of Secondary School;
- (2) At least one year of administrative or clerical experience;
- (3) Level III (Good working knowledge) in Thai and English (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);
- (4) Must have good working skill in operating Word Processing, Excel, PowerPoint;
- (5) Knowledge in operating typical office audio-visual equipment.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SUBMIT APPLICATION TO:**

E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)

**PLEASE ATTACH A COPY OF TRANSCRIPT.**

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**CLOSING DATE FOR THE POSITION: August 16, 2012**

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**FSN# 2012/73**

**Human Resources Assistant (Diplomatic Accreditation)**

**OPEN TO:** All Interested Candidates

**POSITION:** Human Resources Assistant, FSN-7; FP-7

**OPENING DATE:** July 27, 2012

**CLOSING DATE:** August 9, 2012

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Human Resources Assistant in the Regional Human Resources Office located at 120-122 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

To process stay permits, re-entry permits, extension of stay permits, and diplomatic identification cards for all Mission Thailand American personnel. Duties include preparing documents and diplomatic notes; liaising with the low-mid level of Royal Thai Government officials (RTG) on the matters related to the privileges and immunities, work permits spousal employment; and act on behalf of personnel to communicate with the Immigration Division, clarifying any questions, requests or special assistance required by Thai officials.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

- (1) Completion of college studies in Human Resources Management, Business Administration, Psychology, Communication, History, Liberal Arts, Social Sciences, Public Administration or a related discipline;
- (2) At least two years of experience in a human resources, general administration or secretarial field;
- (3) Level VI (Fluent) in written and spoken Thai and Level III (Good working knowledge) in English (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);



(4) Must have basic knowledge of Microsoft Office products including MS Word, MS Excel and MS PowerPoint;

(5) Must have advanced interpersonal skill, be able to well organize paperwork and documents and work independently under pressure.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SUBMIT APPLICATION TO:**

E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)

**PLEASE ATTACH A COPY OF TRANSCRIPT.**

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**CLOSING DATE FOR THE POSITION: August 9, 2012**

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**FSN# 2012/74**

**Human Resources Assistant (Data Management)**

**OPEN TO:** All Interested Candidates

**POSITION:** Human Resources Assistant, FSN-7; FP-7

**OPENING DATE:** July 27, 2012

**CLOSING DATE:** August 9, 2012

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Human Resources Assistant in the Regional Human Resources Office located at 120-122 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Provide services to and interact with US Government employees, direct and local hires, dependents, Local Employed staff, contractors, Official Residence Expenses staff (ORE), and Expanded Professional Associates Program participants (EPAP). The assistant is responsible for a wide variety of HR customer service, administrative activities, personnel actions, correspondence and records maintenance.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOH's) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

- (1) Completion of college studies in Human Resources Management, Business Administration, Psychology, Communication, History, Liberal Arts, Social Sciences, Public Administration or a related discipline;
- (2) At least two years of experience in a human resources, office administration or secretarial field;
- (3) Level III (Good working knowledge) in both Thai and English (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);
- (4) Must have working knowledge of Microsoft Suite including Word, Excel, PowerPoint, Access and Outlook;
- (5) Must have excellent customer service skill, sensitivity to others' needs and well-organized skill.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SUBMIT APPLICATION TO:**

E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)

**PLEASE ATTACH A COPY OF TRANSCRIPT.**

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**CLOSING DATE FOR THE POSITION: August 9, 2012**

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**FSN# 2012/75**

**Investigative Specialist**

**OPEN TO:** All Interested Candidates

**POSITION:** Investigative Specialist, FSN-10; FP-5 (Step 5 thru 14)

(Management may staff the employee at a developmental level, FSN-9 or FP-5 (Step 1 thru 4), depending on the qualifications of the selected candidate)

**OPENING DATE:** July 20, 2012

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14)

Ordinarily Resident (OR): Thai Baht 640,463 per annum (minimum starting salary)

The U.S. Embassy in Bangkok is seeking an individual for the position of Investigative Specialist in its U.S. Secret Service (USSS) located Millennia Building, Soi Laungsuan, Bangkok.

**BASIC FUNCTION OF POSITION:**

Conduct complex investigations in Thailand, Indonesia, Malaysia, Cambodia, Laos, Myanmar, Vietnam, East Timor and Singapore concerning criminal investigations regarding financial crimes, to include but not limited to counterfeit U.S. currency, credit card fraud, internet fraud and bank fraud. Maintain close liaison with high level government officials from the countries listed above. Conduct physical and advance protective functions throughout Thailand. Serve as an interpreter for USSS personnel, to include the translation of testimony in Thai criminal court.

**QUALIFICATIONS REQUIRED:**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

- (1) Bachelor's degree in Political science, Law, Liberal Arts, Social Science, Business Administration, Economic, Management or Law Enforcement;
- (2) At least five years of progressively responsible experience in criminal, fraud, personnel security and/or counterintelligence investigations with police, military, or private agency in Thailand, or with a U.S. government agency;
- (3) Must be knowledgeable in protective techniques and is subject to the hazards associated with such assignments;

(4) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);

(5) Must have a valid Thai driver's license (must provide a copy of valid Thai driver's license with application).

**SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SUBMIT APPLICATION TO:**

E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)

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**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2012/76**

**Chauffeur**

**OPEN TO:** All Interested Candidates

**POSITION:** Chauffeur, FSN-3; FP-BB

**OPENING DATE:** July 20, 2012

**CLOSING DATE:** August 16, 2012

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-BB

Ordinarily Resident (OR): FSN-3

The U.S. Embassy in Bangkok is seeking an individual for the position of Chauffeur in its Transportation Security Administrative Office (TSA), located at GPF Building, Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Drive official vehicle sedan in transporting personnel in support the office functions from various locations throughout the Bangkok and surrounding areas.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of Primary School (Mathayom 3);

(2) Three years' experience as a professional chauffeur;

(3) Level II (Limited Knowledge) speaking/reading/writing English and Thai (must provide a copy of valid TOEIC score of **400** or higher with application, or application will not be considered);

(4) Must be familiar with the Bangkok road system, local traffic laws and regulations, traffic pattern including location of Thai government offices;

(5) Basic knowledge of vehicle minor repair and maintenance is required;

(6) Must have a valid Thai driver's license.

**SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SUBMIT APPLICATION TO:**

Regional Human Resources Office

**Attention: Recruitment**

American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand

Fax: 02-205-4928

E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)

**PLEASE ATTACH A COPY OF TRANSCRIPT AND A VALID THAI DRIVER'S LICENSE.**

\*\* Please do not attach a photo in an Application Form (DS-174) or resume. If your photo is attached, your application will not be considered.

**CLOSING DATE FOR THE POSITION: August 16, 2012**

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**FSN# 2012/78**  
**Political Specialist**

**OPEN TO:** All Interested Candidates

**POSITION:** Political Specialist, FSN-10; FP-5 (Step 5 thru 14)

**OPENING DATE:** July 27, 2012

**CLOSING DATE:** August 9, 2012

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14)

Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Bangkok is seeking an individual for the position of Political Specialist in its Political Office located 120-122 Wireless Road, Lumpini, Pathumwan, Bangkok.

**BASIC FUNCTION OF POSITION:**

Serves as the Political Section's main security and military affairs specialist. Responsible for monitoring and analyzing all aspects of development of military, armed forces, police and security-related agencies. Performs duties through both access to Thai officials and other contacts and through personal substantive knowledge of Thailand security issues. Reporting and analysis to be used by senior Embassy personnel including the Ambassador, Deputy Chief of Mission, and various section/agency representatives. Also conducts end-use verification for controlled exports, human rights vetting, and researching and analyzing U.S.-Thailand's bilateral and multilateral issues.

**QUALIFICATIONS REQUIRED:**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

- (1) Bachelor Degree in Political Science, Law, Military academy, History or International Affairs/ International Relations;
- (2) Five years' experience in military and security issues and/or political monitoring and reporting;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Ability to interpret and analyze military and security development and its implications and to prepare factual and analytical reports in English;
- (5) Must have extensive knowledge and understanding of Thai military, armed forces, police and security-related agencies, especially its structure, strategy and leadership.



**SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SUBMIT APPLICATION TO:**

E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)

\*\* Please do not attach a photo in an Application Form (DS-174) or resume. If your photo is attached, your application will not be considered.

**CLOSING DATE FOR THE POSITION: August 9, 2012**

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**FSN# 2012/79**  
**Maintenance Man**

**OPEN TO:** All Interested Candidates

**POSITION:** Maintenance Man, FSN-5; FP-9

**OPENING DATE:** July 27, 2012

**CLOSING DATE:** August 9, 2012

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Maintenance Man in its Facilities Management (FM,) located on the Wireless Road, American Embassy Bangkok.

**BASIC FUNCTION OF POSITION:**

To perform duties involved in full journeyman level in mechanical and welding trade, daily maintenance, repair and construction work of concrete floor, surfaces and pavements, masonry walls or masonry structures, wall tiles and floor tiles of the buildings and facilities maintained by the post. Work includes removal of concrete or masonry structures, alteration, rehabilitation and restoration of the buildings and facilities of the post.

**QUALIFICATIONS REQUIRED:**

***NOTES:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.*

- (1) Completion of Vocational education or High School;
- (2) Three-year direct experience in maintenance, repair and installation of mechanical systems, masonry, or related fields;
- (3) Level 2 (Limited knowledge) of Thai and Level 1 (Rudimentary knowledge) of both written and spoken English (must provide a copy of valid TOEIC score of **250** or higher with application, or application will not be considered);
- (4) Ability to operate various hand tools, power equipment, and instruments;
- (5) Ability to drive and possess a valid Thai driver's license.

**SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SUBMIT APPLICATION TO:**

E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)

**PLEASE ATTACH A COPY OF TRANSCRIPT AND A VALID THAI DRIVER'S LICENSE.**

\*\* Please do not attach a photo in an Application Form (DS-174) or resume. If your photo is attached, your application will not be considered.

**CLOSING DATE FOR THE POSITION: August 9, 2012**

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**FSN# 2012/81**

**Epidemiologist (Influenza)**

**OPEN TO:** All Interested Candidates

**POSITION:** Epidemiologist, FSN-12; FP-3

**OPENING DATE:** August 3, 2012

**CLOSING DATE:** August 16, 2012

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-3

Ordinarily Resident (OR): FSN-12

The U.S. Embassy in Bangkok is seeking an individual for the position of Epidemiologist in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

**BASIC FUNCTION OF POSITION:**

Serve as an Epidemiologist for surveillance, research, and training activities conducted by the Influenza Program at the Thailand Ministry of Public Health - U.S. CDC Collaboration (TUC). Independently plan and implement surveillance and research projects, and provide guidance to CDC and collaborating Thai staff on monitoring and evaluating influenza program activities. Responsible for performing a variety of scientific and programmatic tasks related to implementing, coordinating and supervising ongoing and new programs.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

- (1) M.D. degree or Ph.D. degree in a Medical or Biological Science, Public Health, or Epidemiology;
- (2) Five years of progressively responsible work experience in public health, clinical research, epidemiology, or surveillance;
- (3) Level IV (fluent) speaking/reading/writing in English;
- (4) Able to manage and analyze data using recognized software (e.g. Epilnfo, Access, SAS, or SPSS);
- (5) Must have an advanced understanding of disease surveillance and epidemiologic research;

(6) Able to operate in a complex environment requiring highly developed analytical ability and judgment.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SUBMIT APPLICATION TO:**

E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)

**PLEASE ATTACH A COPY OF TRANSCRIPT.**

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**CLOSING DATE FOR THE POSITION: August 16, 2012**

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**FSN# 2012/82**  
**Pharmacist**

**OPEN TO:** All Interested Candidates

**POSITION:** Pharmacist, FSN-8; FP-6

**OPENING DATE:** August 3, 2012

**CLOSING DATE:** August 16, 2012

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Pharmacist in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

**BASIC FUNCTION OF POSITION:**

Serves as Pharmacist Assistant to the Pharmacist of Record (PoR), for coordinating all issues related to the management of clinical trial study products as well as performing the day-to-day pharmacy activities in the Silom Community Clinic. Responsible for distribution, delivery and pick up of pharmaceutical products, maintaining records and stocks of drugs and supplies, maintaining appropriate conditions for study product storage, preparing requisitions to reorder pharmaceutical items as required, filling ward stock orders for over-the-counter, non-prescription medications, repackaging bulk drugs in an appropriate containers, sorting and stocking incoming pharmaceutical products, cleaning work area and sterilizing proper storage of study products, prescription bottle or other containers.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Pharmacy;

(2) Three years progressively responsible work in pharmacy, clinical research or public health, and should have demonstrated work experience in the use of various computer software in the area of pharmacy and drug management;

- (3) Level IV (Fluent) speaking, reading, writing and understanding of English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Must have thorough knowledge of and adhere to standards of Good Pharmacy Practice (GPP), have knowledge of HIV/AIDS and clinical research methods, and procedures, and the ability to solve problems to ensure that the pharmacy operation objectives are met;
- (5) Standard knowledge of pharmacy operations, HIV/AIDS, GCP, HSP, and fundamental pharmacology.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SUBMIT APPLICATION TO:**

E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)

**PLEASE ATTACH A COPY OF TRANSCRIPT.**

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**CLOSING DATE FOR THE POSITION: August 16, 2012**

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**FSN# 2012/83**

**Clerk (Exhibition Support)**

**OPEN TO:** All Interested Candidates

**POSITION:** Clerk (Exhibition Support), FSN-4; FP-AA  
(This is a temporary position, not to exceed 110 days.)

**OPENING DATE:** July 27, 2012

**CLOSING DATE:** August 9, 2012

**WORK HOURS:** When-actually-employed (WAE)

**SALARY:**

Not Ordinarily Resident (NOR): FP-AA

Ordinarily Resident (OR): FSN-4

The U.S. Embassy in Bangkok is seeking an individual for the position of Clerk (Exhibition Support) in its Public Affairs Section located at GPF Witthayu Building, Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

This position is under supervision of the Office Management Specialist. To serve as a clerk working on publications inventory, distribution and packing exhibits. Duties include office's mail clerk, messenger as well as minor handy man repairs, moving of furnishings and equipment.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

- (1) Completion of Secondary School (Mathayom 6);
- (2) One year general clerical experience;
- (3) Level II (Limited Knowledge) speaking/reading/writing English and Thai.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.



**SUBMIT APPLICATION TO:**

E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)

**PLEASE ATTACH A COPY OF TRANSCRIPT.**

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**CLOSING DATE FOR THE POSITION: August 9, 2012**

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**FSN# 2012/01 (T)**

**A.I.D. Project Management Specialist (Malaria)**

**OPEN TO:** All Interested Candidates (Thai Citizens)

**POSITION:** A.I.D. Project Management Specialist (Malaria), FSN-11 (Trainee)

**OPENING DATE:** March 16, 2012

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:** Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of A.I.D. Project Management Specialist (Malaria) in the U.S. Agency for International Development (USAID)/ Office of Public Health (OPH), located at Athenee Tower, Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Serves as Malaria Specialist supports the President's Malaria Initiative (PMI) program in planning, management, implementation, policy and monitoring and evaluation. S/he provides technical guidance and leadership in collaborating with the USG team and technical working groups. S/he also serves as a Contracting Officer's Technical Representative (COTR) and Agreement Officer's Technical Representative (AOTR) for several malaria programs, and provides management and technical guidance to implementing partners. S/he assists in developing a monitoring and evaluation plan for PMI activities by reviewing partner's quarterly reports, tracking partner performance data, conducting site visits, and monitoring activities undertaken by implementing partners.

**QUALIFICATIONS REQUIRED:**

- (1) Master's degree with a specialization in one of the following areas and knowledge of the others: Medicine, Public Health, Epidemiology, Social Sciences, Veterinary Sciences, Entomology, or Microbiology with familiarity in technical aspects of infectious diseases including Malaria;
- (2) A minimum of nine (9) years of professional experience managing and implementing public health program in developing countries with at least five years' experience in infectious diseases. The incumbent will also have experience in working with and advising senior officials, and managing programs without direct, on-site supervision;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai;
- (4) Must have comprehensive knowledge of the concepts, principles, techniques and practices of infectious disease issues and the strategies most effective for implementing these interventions;
- (5) Must have practical knowledge of health services and the international/national/local infectious diseases response;

(6) Able to plan, develop, manage and evaluate important and complex programs.

**SUBMIT APPLICATION TO:**

E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)

\*\* Please do not attach a photo in an Application Form (DS-174) or resume. If your photo is attached, your application will not be considered.

**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2012/01**

**A.I.D. Project Management Specialist (Malaria)**

**OPEN TO:** All Interested Candidates (Thai Citizens)

**POSITION:** A.I.D. Project Management Specialist (Malaria), FSN-12

**OPENING DATE:** March 16, 2012

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:** Ordinarily Resident (OR): FSN-12

The U.S. Embassy in Bangkok is seeking an individual for the position of A.I.D. Project Management Specialist (Malaria) in the U.S. Agency for International Development (USAID)/ Office of Public Health (OPH), located at Athenee Tower, Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Serves as Malaria Specialist supports the President's Malaria Initiative (PMI) program in planning, management, implementation, policy and monitoring and evaluation. S/he provides technical guidance and leadership in collaborating with the USG team and technical working groups. S/he also serves as a Contracting Officer's Technical Representative (COTR) and Agreement Officer's Technical Representative (AOTR) for several malaria programs, and provides management and technical guidance to implementing partners. S/he assists in developing a monitoring and evaluation plan for PMI activities by reviewing partner's quarterly reports, tracking partner performance data, conducting site visits, and monitoring activities undertaken by implementing partners.

**QUALIFICATIONS REQUIRED:**

- (1) Master's degree with a specialization in one of the following areas and knowledge of the others: Medicine, Public Health, Epidemiology, Social Sciences, Veterinary Sciences, Entomology, or Microbiology with familiarity in technical aspects of infectious diseases including Malaria;
- (2) A minimum of ten (10) years of professional experience managing and implementing public health program in developing countries with at least five years' experience in infectious diseases. The incumbent will also have experience in working with and advising senior officials, and managing programs without direct, on-site supervision;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai;
- (4) Must have comprehensive knowledge of the concepts, principles, techniques and practices of infectious disease issues and the strategies most effective for implementing these interventions;
- (5) Must have practical knowledge of health services and the international/national/local infectious diseases response;

(6) Able to plan, develop, manage and evaluate important and complex programs.

**SUBMIT APPLICATION TO:**

E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)

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**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2012/80 (T)**  
**Secretary**

**OPEN TO:** All Interested Candidates (Thai Citizens)

**POSITION:** Secretary, FSN-6 (Trainee)

**OPENING DATE:** August 3, 2012

**CLOSING DATE:** August 16, 2012

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:** Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Secretary in the U.S. Agency for International Development/Regional Environment Office (REO), located at Athenee Tower, Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Serve as the Secretary to the Regional Environment Office (REO) of the United States Agency for International Development (USAID)/Regional Development Mission for Asia (RDMA). Duties include performing a full range of all secretarial and administrative support to the REO.

**QUALIFICATIONS REQUIRED:**

- (1) Bachelor of Arts (B.A.) or Bachelor of Science (B.S.) including Business or Public Administration, International Development or Human Resources Management;
- (2) A minimum of four years of specific and progressively responsible experience in secretarial/administrative field with at least three years experience with a U.S. Government Agency, private company, and/or other international organizations;
- (3) Level IV (Fluent) in written and spoken English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Must demonstrate proficiency in using computer program and typing various correspondence formats;
- (5) Must possess excellent communication and interpersonal skills.

**SUBMIT APPLICATION TO:**

E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)

\*\* Please do not attach a photo in an Application Form (DS-174) or resume. If your photo is attached, your application will not be considered.

**CLOSING DATE FOR THE POSITION: August 16, 2012**

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**FSN# 2012/80**  
**Secretary**

**OPEN TO:** All Interested Candidates (Thai Citizens)

**POSITION:** Secretary, FSN-7

**OPENING DATE:** August 3, 2012

**CLOSING DATE:** August 16, 2012

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:** Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Secretary in the U.S. Agency for International Development/Regional Environment Office (REO), located at Athenee Tower, Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Serve as the Secretary to the Regional Environment Office (REO) of the United States Agency for International Development (USAID)/Regional Development Mission for Asia (RDMA). Duties include performing a full range of all secretarial and administrative support to the REO.

**QUALIFICATIONS REQUIRED:**

- (1) Bachelor of Arts (B.A.) or Bachelor of Science (B.S.), including Business or Public Administration, International Development or Human Resources Management;
- (2) A minimum of five years of specific and progressively responsible experience in secretarial/administrative field with at least three years experience with a U.S. Government Agency, private company, and/or other international organizations;
- (3) Level IV (Fluent) in written and spoken English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Must demonstrate proficiency in using computer program and typing various correspondence formats;
- (5) Must possess excellent communication and interpersonal skills.

**SUBMIT APPLICATION TO:**

E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)

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**CLOSING DATE FOR THE POSITION: August 16, 2012**

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